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ESMC (EASTERN SPACE AND MISSILE CENTER) HANDBOOK FOR
SCIENTIFIC AND TECHNICAL INFORMATION (STINFO)(U)
EASTERN SPACE AND MISSILE CENTER PATRICK AFB FL

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ESMC (EASTERN SPACE AND MISSILE CENTER) HANDBOOK
FOR SCIENTIFIC AND TECHNICAL INFORMATION (STINFO)

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Scientific and Technical Information Office
Directorate of Contracting and Support
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1 March 1983

WA 128960



Approved for Public Release;
Distribution Unlimited

Prepared for
EASTERN SPACE AND MISSILE CENTER (AFSC)
PATRICK AIR FORCE BASE, FLORIDA 32925

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SECURITY CLASSIFICATION OF THIS PAGE (When Data Entered)

REPORT DOCUMENTATION PAGE		READ INSTRUCTIONS BEFORE COMPLETING FORM										
1. REPORT NUMBER ESMC-TR-83-01	2. GOVT ACCESSION NO. ADT A12896	3. RECIPIENT'S CATALOG NUMBER										
4. TITLE (and Subtitle) ESMC (Eastern Space & Missile Center) HANDBOOK FOR SCIENTIFIC AND TECHNICAL INFORMATION (STINFO)	5. TYPE OF REPORT & PERIOD COVERED FINAL											
7. AUTHOR(s) LINDA M. ADAMS	8. CONTRACT OR GRANT NUMBER(s) IN-HOUSE											
9. PERFORMING ORGANIZATION NAME AND ADDRESS ESMC/PM (STINFO) Patrick Air Force Base, Florida 32925	10. PROGRAM ELEMENT, PROJECT, TASK AREA & WORK UNIT NUMBERS NON R&D											
11. CONTROLLING OFFICE NAME AND ADDRESS ESMC/PM (STINFO) PAFB, FLA 32925	12. REPORT DATE 1 March 83											
14. MONITORING AGENCY NAME & ADDRESS (if different from Controlling Office)	13. NUMBER OF PAGES 22											
16. DISTRIBUTION STATEMENT (of this Report) "A" Approved for public release; distribution unlimited.	18. SECURITY CLASS. (of this report) UNCLASSIFIED											
17. DISTRIBUTION STATEMENT (of the abstract entered in Block 20, if different from Report)												
18. SUPPLEMENTARY NOTES Supersedes DET 1, SAMTEC (Eastern Test Range) HANDBOOK FOR SCIENTIFIC AND TECHNICAL INFORMATION (STINFO) 15 Sept 1978												
19. KEY WORDS (Continue on reverse side if necessary and identify by block number) <table style="float: right;"> <tr><td>STINFO</td><td>Technical Libraries</td></tr> <tr><td>Technical Report Program</td><td>Information Analysis Centers</td></tr> <tr><td>Technical Report</td><td>Defense Technical Information</td></tr> <tr><td>STINFO Officer</td><td>Center</td></tr> <tr><td>Work Unit Information System</td><td>National Technical Information Service</td></tr> </table>			STINFO	Technical Libraries	Technical Report Program	Information Analysis Centers	Technical Report	Defense Technical Information	STINFO Officer	Center	Work Unit Information System	National Technical Information Service
STINFO	Technical Libraries											
Technical Report Program	Information Analysis Centers											
Technical Report	Defense Technical Information											
STINFO Officer	Center											
Work Unit Information System	National Technical Information Service											
20. ABSTRACT (Continue on reverse side if necessary and identify by block number) <p>This report is a general reference guide for DOD, Air Force, and ESMC STINFO Programs. It is a compilation of material contained in pertinent STINFO regulations and manuals. It is designed to be used as a working guide for all managers and technical personnel serviced by ESMC STINFO.</p>												

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OTHER NOTICES

Copies of this report may be obtained from the Defense Technical Information Center (DTIC), Cameron Station, Alexandria, Virginia 22314. Orders will be expedited if placed through the librarian or other persons designated to request documents from DTIC.

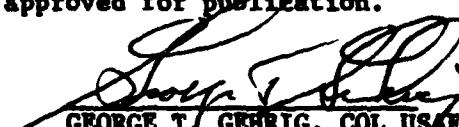
This report has been reviewed by the Public Affairs Office (PAO) and is releasable to the National Technical Information Service (NTIS). At NTIS, it will be available to the general public, including foreign nationals.

This report has been reviewed and is approved for publication.



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Accession No.	
NTIS GRAIL	
DTIC TAB	
U.S. GOVERNMENT	
PRINTED IN U.S.A.	
Distribution:	
Availability Codes:	
REF ID: A	
DIST	Special

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PREFACE

This handbook supersedes DET 1, SAMTEC Handbook for Scientific and Technical Information (STINFO), 15 Sept 78 and was compiled using pertinent regulations and the AF STINFO Handbook Volume 1 as references.

SUMMARY

This report explains the Hq USAF, Hq AFSC, and ESMC STINFO Programs. It is a compilation of material contained in pertinent STINFO regulations, manuals and related materials. The manual was written to introduce the STINFO program to managers, scientists, engineers, and technical personnel. The handbook explains the major components of the STINFO program and some of the available services. Areas covered in this handbook include Technical Reports, Work Unit Information System, the Technical Library, Defense Technical Information Center (DTIC), National Technical Information Service (NTIS), the Scientific and Technical Symposium and other related areas.

This report may also serve as a style and format guide, along with MIL-STD-847A, in the writing of a technical report.

The objective of this manual is to increase the awareness of services offered by the local STINFO Office to all potential users of the program, that is all persons who seek information in their jobs. The STINFO Program is a vehicle to be used for conservation of ESMC resources and to increase the effectiveness of the ESMC organization.

But how does this program affect you? As of 1982, one out of every three persons working for the Federal Government were required to manage some degree of information. This program is designed to assist you in the task of managing the information in your programs.

1. BACKGROUND

1.1 The Department of Defense spends one and a half billion dollars each year on research, development, test and evaluation. A portion of that money is spent on the DOD Scientific and Technical Information Program, the objective of which, is to increase the effective use of technical data, information and documentation.

2. DOD SCIENTIFIC AND TECHNICAL INFORMATION PROGRAM (STINFO)

2.1 This program was established as a result of the DODI 5129.43, 22 Jan 1963 and DOD Directive 5100.36, 31 December 1962, and provides a system for the effective and timely exchange of technical information, with due consideration of security requirements and access regulations. DOD components responsible for dissemination of the data, are required to use the most effective media to provide accurate and timely technical information.

2.2 Overall management control for the DOD Technical Information Program rests with the Under Secretary of Defense for Research and Engineering (USDRE). The program includes a series of coordinated information analysis centers (IAC) and a documentation center, Defense Technical Information Center (DTIC). DTIC houses the corporate knowledge of DOD.

2.3 The Science and Technology Division, Directorate of Development, is the office of primary responsibility (OPR) in HQ USAF. It is responsible for AF regulations relating to the STINFO program and for effecting coordination of the STINFO program, with the Data Management Program, the Technical Intelligence Program, and pertinent portions of Command and Control Programs.

3. AIR FORCE STINFO PROGRAM

3.1 Scientific and Technical Liason Division, Directorate of Laboratories, HQ Air Force Systems Command is responsible for the STINFO program within its headquarters, and within its' total command. AFSC has Air Staff delegation for the management of AF STINFO program.

4. EASTERN SPACE AND MISSILE CENTER (ESMC) STINFO PROGRAM

4.1 The STINFO Program at ESMC is managed by the ESMC/PM STINFO Officer, located in the Technical Laboratory, building 989, Room A1-80, 494-7894.

4.2 The STINFO Officer, as pertinent to the needs of the organization and to the orderly flow of scientific and technical information (STI) of interest to the Air Force will:

4.2.1 Assure that all possible qualified reports at ESMC become part of the STINFO Program and are distributed to DTIC through the local STINFO Office.

4.2.2 Assure that organizations comply with AFR 80-12, AFR 80-40, AFR 80-43, AFR 80-44, AFR 80-45, AFSCR 80-20, and MIL-STD--847A.

4.2.3 Advise managers of STINFO information sources, procedures, and applicable regulations.

4.2.4 Assure that technical reports (TR) on contracts are properly identified and the correct number of copies are cited on the DD Form 1423, "Contractor Data Requirements List"(Figure 1).

4.2.5 Assure that the project manager has timely state-of-the-art information by using the DTIC Work Unit Information System (WUIS) and other research bibliographies during the planning stages of a project.

4.2.6 Maintain a file of ESMC unclassified TRs for reference purposes.

4.2.7 Maintain a roster of STINFO Officers at each Air Force facility.

4.2.8 Manage the Air Forces' Technical Report Program.

4.2.9 Establish procedures for a dynamic domestic technology transfer program so that Air Force developed technology is made available to state and local governments and private industry.

4.2.10 Act as consultant to the Technical Library concerning technical information needs of the organization and coordinate library requirements with the Command Librarian.

4.2.11 Explore methods for improving STI systems and procedures and plan improvement actions.

4.2.12 Conduct an indoctrination program designed to assist scientists, engineers, and managers in fulfilling their responsibilities relating to the STINFO Program and its possible uses.

4.2.13 Assist in planning scientific and technical meetings.

4.3 Project Managers have certain responsibilities to the STINFO Program, they will:

4.3.1 Use all appropriate STINFO activities in planning for and the conduct of work.

4.3.2 Furnish reports on results of work performed.

4.3.3 Identify problem areas and need for information to STINFO Office.

4.3.4 Assure that STINFO is part of coordination cycle on Purchase Requests, AFLC/AFSC Form 36 (Figure 2).

5. THE TECHNICAL REPORT PROGRAM (TR)

5.1 Technical Reports are the documented results of DOD sponsored research and engineering projects, or any data believed to be of potential value to other organizations. The reports include work performed in-house or by contractors, sub-contractors and grantees and may consist of final reports, test evaluation reports, solutions to specific problems, state of the art advancement, journal articles, symposium and conference proceedings, handbooks, and users guides.

5.2 Definition of a TR is necessarily general, however, if a report will ever go outside the originating organization, it qualifies as a STINFO document and will be furnished to DTIC.

5.3 The following types of documents normally do not qualify as TRs and do not have to be furnished to DTIC; management, financial, operational, administrative, data of a very temporary nature, engineering and logistics data (Technical Orders, Specifications, and Manuals) special categories of intelligence; Top Secret, cryptographic, special access and information furnished by a foreign government that forbids the documents distribution.

5.4 AFSCR 80-20 requires that technical reports be identified in the planning stages of proposed programs, tasks, projects, and that at least one report be published to document the results of each research and exploratory development project or task. It delineates the review and approval for draft reports; time limits for publication, numbering procedures, and distribution policies.

5.5 Classified reports will be prepared in accordance with AFR 205-1 which supplements the DOD Information Security Program Regulation (DOD ISPR 5200.1-R). The originator will insure proper security classification. The STINFO Officer will review the document to insure the DD Form 1473, Report Documentation Page (Figure 3) reflects the designated security classification and distribution statements. If doubt exists concerning security markings the project manager should consult Security Police.

5.6 Journal articles prepared as technical reports, must be cleared for public release as prescribed by AFR 190-1. To avoid redundancy in the literature and waste of government funds, in-house work reprinted in a journal article normally will not be rewritten as a technical report. If it is advantageous to the government, reprints of the published article will be obtained for submission to DTIC as a technical report. As directed in MIL-STD-847A, assign a technical report number (furnished by the STINFO), affix a distribution statement, and complete a DD Form 1473 for each copy.

5.7 An editorial style guide, "A Publishers' Guide for Editors and Writers" is available from the STINFO or ESNC Technical Library to assist authors of TRs, or journal articles.

5.8 Project managers and authors have certain responsibilities under the TR Program: (1) Identifying data as a STINFO document

(2) Assuring publication and distribution of the report. Technical reports, whether prepared in-house or by a contractor must be published and distributed within six (6) months of the completion of the technical effort.

5.9 Subsequent to identifying data as a STINFO document, Project Managers or Authors will;

5.9.1 Contact the STINFO Officer during the planning stages of document development for a report number and further instructions.

5.9.2 Review draft for technical accuracy, conformance to contract specifications, and assign security classification of the title and contents. Consult with Security Police and with Legal if necessary.

5.9.3 Select the appropriate distribution statement IAW AFR 80-45, and determine to whom the report will be distributed. Next, review para 8, AFSCR 80-20, and assign the statements required.

5.9.4 Forward final draft to STINFO Officer for cover format and review for compliance with appropriate regulations.

5.9.5 After STINFO review, correct any discrepancies, (See Editors Checklist for Technical Reports Format, Figure 4) obtain mandatory signatures and resubmit final draft to STINFO for approval to print report. For reports with distribution statement "A" (unclassified/unlimited distribution) forward with cover letter stating report is technically accurate and appropriate for release to the general public, including foreign nationals.

5.9.6 When STINFO approval has been granted, print report.

5.9.7 Distribute report IAW paragraphs 11 and 12, AFSCR 80-20. Complete DTIC Accession Notice, DTIC Form 50 (Figure 5). Send one copy to ESMC/PM (STINFO), and one to the Public Affairs Office (ESMC/PA) for retention.

5.10 Project Managers/Authors use the following checklist to insure your report is complete;

5.10.1 Is the abstract informative and brief? Does it accurately reflect the contents of the report?

5.10.2 Check block 10, DD Form 1473. If effort is funded with R&D monies, enter program element (six digits), project number (4 digits), task number (2 digits), separate each set with hyphen. If not R&D, so state.

5.10.3 Will keywords used on DD Form 1473, block 10 make the document retrievable once it is sent to DTIC? Reports are cataloged by DTIC according to these words.

5.10.4 Is the distribution list correct and does it include all persons on primary distribution? Other requests will be referred to DTIC or NTIS as appropriate. Supply of reports will not be maintained locally.

5.11 Review of Limited Reports

5.11.1 Documents with Limited Distribution Statements will be reviewed every two years by the STINFO Officer.

5.11.2 Documents deemed releasable to the general public (including foreign nationals) as a result of this review will be forwarded to PA by the STINFO Officer for final release approval.

6. CONTROLLING OFFICES FOR OFF BASE CONTRACTS

6.1 Technical reports prepared by off base Contractors will be coordinated with the Controlling Office who is monitoring the contract. They will assure that purchase requests are properly identified and that the correct number of copies and appropriate distribution statement is cited on the DD Form 1423, "Contractor Data Requirements".

7. THE WORK UNIT INFORMATION SYSTEM (WUIS)

7.1 This system was established by AFR 80-12 and is designed for the reporting, storage and retrieval of technical and management data on DOD research and technology efforts at the work unit level. The objective of the work unit system is to (1) facilitate rapid exchange of technical and management information among all DOD scientists, engineers and managers; (2) help project managers to identify ongoing AF and DOD research and technology efforts; (3) eliminate undesirable duplication of effort; (4) at workbench level, determine approach and status of other technical efforts related to the scientists or engineers' own work; (5) identify scientists or engineers working in similar areas, so that they may consult with each other. To order a search, contact the STINFO office, 494-7894.

7.2 If the effort is funded by R&D appropriation (3600 funds) regardless of the program element, managers/project officers are required to submit DD Form 1498 "Research and Technology Work Unit Summary" (Figure 6). It is updated annually and requires a technical report be written to document final results. This system is useful to all managers in various fields, working groups etc.

8. ESMC TECHNICAL LIBRARY

8.1 Is operated for ESMC by the Range Contractor and is located in BLDG 989, RM A1-63, Telephone 494-6636. The Library receives distribution of scientific and technical reports from national agencies working in fields related to the ESMC mission, and is the only agency at

ESMC that is funded to provide DTIC and NTIS controlled reports. The Library also orders commercial books, pamphlets, periodicals, equipment manuals and other material in direct support of the ESMC mission. Deposit accounts are maintained with NTIS to facilitate orders from NTIS and the Government Printing Office (GPO).

8.2 All books, TRs and pamphlets added to the library inventory are cataloged as appropriate by author or source, title, report number, and subject. A listing of recent acquisitions is published periodically and distributed to selected staff offices, Range Contractor line managers, and other interested parties. Loan of items listed may be obtained by calling the Technical Library (494-6636). Please identify the item desired by Dewey Decimal number and author.

8.3 Various indexes are maintained in the reference section of the Library. These include NTIS Government Reports Announcements and Index, (GRA&I), NASAs' Scientific and Technical Aerospace Reports (STAR), DTICs' Technical Abstracts Bulletin (TAB), and GPO Monthly Catalog. Documents listed in abstracts that are not in current inventory may be ordered in papercopy or microfiche on ESMC Technical Library Service Request, Pan Am Form 14-9 (Figure 7). Request should cite abstract title, date, page number and other identifying data.

8.4 Requests for commercial books, pamphlets, and periodicals should also be submitted on Pan Am Form 14-9. Forms may be obtained by calling STINFO 494-7894.

8.5 Several hundred data bases are available for on-line information searches in subjects such as data processing, office automation, communications, engineering, physical science, chemistry, management, business, DOD sponsored research, general reference and many other subject fields. Each data base contains materials that cover at least a ten year period. Material in a database can be searched in a matter of minutes.

8.6 The sources accessed for these multi-disciplinary data bases are DTIC Defense RTD&E On-Line System (DROLS), Lockheed Information Service (DIALOG) and NASA/STI Facility data base (RECON).

8.7 Data searches may be requested through the Technical Library by completing AFSC Form 569, Request For Computer-Aided Literature Search (Figure 8), or by calling the library.

8.8 The ESMC STINFO Officer is the AF Administrative Contracting Officer Representative (ACOR) and also serves as a consultant to the Library. Any problems, suggestions, or requests for publications should be input to ESMC/PM (STINFO).

9. DEFENSE TECHNICAL INFORMATION CENTER (DTIC)

9.1 DTIC is under the policy direction of the Under Secretary of Defense Research and Engineering (USDR&E), and under the operational control of the Defense Logistics Agency (DLA).

9.2 DTIC is the focal point and secondary distribution agency for DOD STINFO. It acquires, stores, announces, retrieves, and distributes DOD STINFO documents to all DOD components and other governmental agencies, their contractors, grantees, and potential contractors.

9.3 DTIC provides the following services to qualified users;

9.3.1 Research & Development Programming Planning (R&DPP) Data Base - A data base containing planned R&D project and task level summaries.

9.3.2 The Research & Technology Work Unit Information System (WUIS) Data Base - A data base of on-going DOD research and technology efforts at the work unit level.

9.3.3 The Technical Reports (TR) Data Base - A data base consisting of bibliographic records of technical reports submitted to DTIC.

9.3.4 The Independent Research & Development Data Base (IR&D) - A data base of contractor's independent R&D efforts shared with DOD.

9.3.5 Automatic Document Distribution (ADD) - automatic distribution of the new TRs published in users subject area.

9.3.6 Technical Abstracts Bulletin (TAB) - index of completed technical reports.

9.4 DTIC data bases may be accessed through DROLS on-line computer searching, through manual searching of the Technical Abstracts Bulletin (TAB) which is available for review in the ESMC Technical Library or direct from DTIC by completing DTIC Form 4, Information Request (Figure 9).

9.5 DTIC also controls the Information Analysis Centers (IAC). These centers are responsible for particular scientific disciplines and are staffed by subject specialists who collect, evaluate, store and disseminate information. They produce critical reviews, state-of-the-art reports, data compilations and substantive responses to queries. If the centers listed below do not have information you require, consult the DTIC "Referral Data Bank Directory" in the STINFO Office.

Coastal Engineering Information Analysis Center (CEIAC)
Chemical Propulsion Information Agency (CPIA)
Cold Regions Science and Technology Information Analysis Center
(CRSTICA)

Concrete Technology Information Analysis Center (CTIAC)
Data and Analysis Center for Software (DACS)
DOD Nuclear Information Analysis (DASIAC)
Tactical Weapons Guidance and Control Information Analysis Center (GACIAC)
Hydraulic Engineering Information Analysis Center (HEIAC)
Infrared Information Analysis Center (IRIA)
Metals and Ceramics Information Center (MCIC)
Metal Matrix Composites Information Analysis Center (MMCIAC)
Mechanical Properties Data Center (MPDC)
Nondestructive Testing Information Analysis Center (NTIAC)
Plastics Technical Evaluation Center (PLASTECS)
Pavement and Soils Trafficability Information Analysis Center (PSTIAC)
Reliability Analysis Center (RAC)
Soil Mechanics Information Center (SMIAC)
Shock and Vibration Information Center (SVIC)
Tactical Technology Center (TACTEC)
Thermophysical and Electronic Properties Information Analysis Center (TEPIAC)

9.5 To register for DTIC services, DOD contractors and grantees must complete a DD Form 1540 (Figure 10) "Registration for Scientific and Technical Information Services".

10. NATIONAL TECHNICAL INFORMATION SERVICE (NTIS)

10.1 NTIS, operated by the U.S. Department of Commerce, is a clearinghouse for scientific, technical, and engineering documentation, generated under federally funded research; all of the reports are approved for public release. NTIS processes all of DODs' unclassified/unlimited reports for DTIC. NTIS promotes general welfare by channeling information to business, educators, government and the public. NTIS sells subscriptions, technical reports, and information products, and services of specialized interest. All NTIS reports are indexed in a bi-weekly journal GRA&I. The agency also has on-line computer search services.

11. SCIENTIFIC AND TECHNICAL MEETINGS

11.1 Each year conferences, seminars, symposiums, conventions and exhibits are sponsored or co-sponsored by federal agencies or DOD agencies for the rapid dissemination of S&T military information resulting from research, development, testing and evaluation, or for information that has potential use in advancing current and future research and development. Proceedings from these meetings DOD wide are available through DTIC, NTIS or through the STINFO Office.

11.2 At the beginning of each fiscal year, ESMC organizations furnish STINFO a list of symposiums they plan to sponsor or support during the fiscal year.

11.3 Meeting managers will notify STINFO during the planning stages of S&T meetings.

11.4 STINFO Officer will:

11.4.1 Assist meeting manager in interpreting the proper regulations governing these meetings.

11.4.2 Assure Foreign Disclosure Guidelines have been met if necessary.

11.4.3 Assure that the objectives of the meeting are essential to AF mission accomplishments.

11.4.4 Encourage and assist in the publication of meeting proceedings.

11.5 Personnel requesting attendance at scientific and technical meetings held off station by private organizations must complete AF Form 674 Individual Request For Attendance At Meetings of Technical, Scientific, Professional and Other Similar Organizations (Figure 11) IAW AFR 30-9. This form will be coordinated with STINFO.

12. OTHER COMPONENTS OF THE STINFO PROGRAM

12.1 The Air Force Information for Industry Office (AFIFIO) express purpose is to provide a focal point wherein the industrial community can obtain information on DOD and USAF acquisitions, research and development (R&D) requirements, plans, and future needs. There are three AFIFIO offices, they are located in Virginia, Ohio, and California.

12.1.1 The DOD Potential Contractor Program (PCP) is a program whereby non-government activities can be certified and registered to receive scientific and technical information, even though not performing under a government contract. Firms, individuals, or activities with a demonstrable capability for eventually receiving a contract with the USAF, are eligible to participate in PCP.

12.1.1.1 Under the PCP, the Air Force sponsors qualified and eligible organizations for access to planning documents, operational requirements, science and technology objectives, and technical information documents from the AFIFIO and DTIC.

12.2 At ESMC the STINFO Officer is designated as the Foreign Disclosure Officer (FDPO) and is assigned the overall responsibility for implementing AF and AFSC Foreign Disclosure policy and procedures. This includes arranging for the authorized release of military information to foreign governments and foreign nationals. Disclosure of Military Information can be accomplished through;

12.2.1 Visits of Foreign Nationals

12.2.2 Release of Documents

12.2.3 Travel outside the CONUS

12.2.4 Scientific and Technical Meetings attended by Foreign Nationals

12.2.5 Exchange Officer Programs

12.2.6 Sales, loans, or training on military equipment

12.2.7 Industrial activities

12.2.8 Except for unclassified information that has officially been approved for public release, classified or unclassified limited distribution information may not be disclosed to foreign nationals except through approved Foreign Disclosure channels. Locally the Foreign Disclosure Policy Program is managed by the STINFO.

INDEX

	Page
Air Force Information for Industry (AFIFI)	9
Automatic Document Distribution (ADD)	7
Books	
how to request	6
new acquisitions	5
Defense Technical Information Center (DTIC)	
data searches	7
registration	8
reports	7
services	7
Foreign Disclosure Policy Office (FDPO)	10
Information Analysis Centers (IAC)	7
Independent Research & Development Data Base	6
Indexes	6
Journal Articles	3
Library, ESMC Technical	
collection	5
computer aided literature searches	6
location	5
reference services	6
requests for books	6
Meetings, Scientific and Technical	9
National Technical Information Service (NTIS)	8
Off Base Contracts	5
Potential Contractor Program (PCP)	9
Project Managers, responsibilities	2,4
Publishers guide	4
Referral Data Bank Directory	7
Research & Development Work Unit Summary	5
Research & Technology Work Unit Information System	7
STINFO Programs	
AF	1
DOD	1
ESMC	1
Responsibilities, Manager	2
Responsibilities, STINFO	2
Technical Report Program	
checklist	3
classified	3
definition of	3
regulations governing	3
writing of	3
Technical Abstracts Bulletin (TAB)	7

CONTRACT DATA REQUIREMENTS LIST									
SYSTEM/ITEM					CONTRACTOR				
CATEGORY									
1. SEQUENCE NUMBER	2. TITLE OR DESCRIPTION OF DATA	3. CONTRACT REFERENCE		4. TECHNICAL OFFICE		5. FREQUENCY		6. DATE OF 1ST SUBMISSION	
		7. AUTHORITY (Data Item Number)	8. SUBJECT	9. ID/NAME	10. COV. PERIOD	11. AS OF DATE	12. DATE OF SUBSEQUENT RELEASE/EXPIRY	13. TOTAL	14. TOTAL
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11.	12.	13.	14.	15.	16.	17.	18.	19.	20.
21.	22.	23.	24.	25.	26.	27.	28.	29.	30.
31.	32.	33.	34.	35.	36.	37.	38.	39.	40.
41.	42.	43.	44.	45.	46.	47.	48.	49.	50.
51.	52.	53.	54.	55.	56.	57.	58.	59.	60.
61.	62.	63.	64.	65.	66.	67.	68.	69.	70.
71.	72.	73.	74.	75.	76.	77.	78.	79.	80.
81.	82.	83.	84.	85.	86.	87.	88.	89.	90.
91.	92.	93.	94.	95.	96.	97.	98.	99.	100.
101.	102.	103.	104.	105.	106.	107.	108.	109.	110.
111.	112.	113.	114.	115.	116.	117.	118.	119.	120.
121.	122.	123.	124.	125.	126.	127.	128.	129.	130.
131.	132.	133.	134.	135.	136.	137.	138.	139.	140.
141.	142.	143.	144.	145.	146.	147.	148.	149.	150.
151.	152.	153.	154.	155.	156.	157.	158.	159.	160.
161.	162.	163.	164.	165.	166.	167.	168.	169.	170.
171.	172.	173.	174.	175.	176.	177.	178.	179.	180.
181.	182.	183.	184.	185.	186.	187.	188.	189.	190.
191.	192.	193.	194.	195.	196.	197.	198.	199.	200.
201.	202.	203.	204.	205.	206.	207.	208.	209.	210.
211.	212.	213.	214.	215.	216.	217.	218.	219.	220.
221.	222.	223.	224.	225.	226.	227.	228.	229.	230.
231.	232.	233.	234.	235.	236.	237.	238.	239.	240.
241.	242.	243.	244.	245.	246.	247.	248.	249.	250.
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771.	772.	773.	774.	775.	776.	777.	778.	779.	780.
781.	782.	783.	784.	785.	786.	787.	788.	789.	790.
791.	792.	793.	794.	795.	796.	797.	798.	799.	800.
801.	802.	803.	804.	805.	806.	807.	808.	809.	810.
811.	812.	813.	814.	815.	816.	817.	818.	819.	820.
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841.	842.	843.	844.	845.	846.	847.	848.	849.	850.
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INSTRUCTIONS FOR COMPLETING DD FORM 1423

FOR GOVERNMENT PERSONNEL

This form (or its equivalent adapted for ADPE) shall be used whenever data is required to be delivered under a contract. The form (except Items 23 through 26) shall be completed in accordance with Departmental procedures, and furnished to the contracting officer by the personnel responsible for determining the data requirements of the contract.

FOR THE CONTRACTOR

1. The estimated prices filled-in in Item 26 will not be separately used in evaluation of offers.

2. Each offeror may complete Items 23 and 24 in accordance with the following instructions:

Item 22. Contractor File/Document Number - Enter bidder's or offeror's internal file or document number, if applicable.

Item 24. Estimated Number of Pages - Enter the estimated number of pages, drawings, etc., for single preparation.

3. Each offeror shall complete Items 25 and 26 in accordance with the following instructions (this does not apply to advertised contracts or to negotiated contracts under \$100,000).

Item 25. Price Group - Contractors shall specify one of the four following groups of effort in developing estimated prices for each item of data listed on the DD Form 1423.

a. Group I. Definition - Data which is not otherwise essential to the contractor's performance of the primary contracted effort (production, development, testing, and administration) but which is required by DD Form 1423.

Estimated Price - Costs to be considered under Group I are those applicable to preparing and transmitting the data item in conformance with Government requirements, and the administrative and other expenses related to reproducing and delivering such data items to the Government.

Example for Group I - A technical manual prepared for military use only. The estimated price of the manual would be noted on the DD Form 1423 exclusive of costs for any of the material material that had been generated for other purposes (e.g. drawings used both for production and as illustrations in the manual).

b. Group II. Definition - Data which is essential to the performance of the primary contracted effort but the contractor is required to perform additional work to conform to Government requirements with regard to depth of content, format, frequency of submission, preparation, cost and quality of data items.

Estimated Price - Costs to be considered under Group II are those incurred over and above the cost of the essential data item without conforming to Government requirements, and the administrative and other expenses related to reproducing and delivering such data items to the Government.

Example for Group II - In the case of MIL-D-1000 Form 1 drawings (drawings to military standards), the estimated price of the data item begins only after the engineering and manufacturing information has been developed and the final form original drawings have been finalized. The estimated price shall not include the cost of configuration control, but shall include any additional quality assurance and control of the drawings but not related to engineering configuration control. Not to be considered is "design effort" expended on layout drawings and other data which serve principally as a medium for developing design and are not used in manufacture, production or test of the end item.

c. Group III. Definition - Data which the contractor must develop for his internal use in performance of the primary contracted effort and does not require any substantial change to conform to Government requirements with regard to depth of content, format, frequency or submitted, preparation, cost and quality of data.

Estimated Price - Costs to be considered under Group III are the administrative and other expenses related to reproducing and delivering such data items to the Government.

Example for Group III - A drawing prepared to Form 2 or 3 of MIL-D-1000 (drawings to company standards) which had been used in the manufacturer's normal plant activities.

d. Group IV. Definition - Data which is developed by the contractor as part of his normal operating procedures and his effort in supplying these data to the Government is minimal.

Estimated Price - Group IV items should normally be shown on the DD Form 1423 at no cost.

Example for Group IV - A brochure or short manual used in a company's normal commercial business, that is acquired by the Government in such small quantities that cost of determining a charge would not be practical.

Item 26. Estimated Total Price.

a. For each item of data listed, the bidder or offeror shall enter an amount equal to that portion of the total price which is estimated to be attributable to the production or development for the Government of that item of data. These estimated data prices shall be developed only from those costs which will be incurred as a direct result of the requirement to supply the data, over and above those costs which would otherwise be incurred in performance of the contract if no data were required.

b. The estimated data prices shall not include any amount for rights in data. The Government's right to use the data shall be governed by the pertinent provisions of the contract.

PURCHASE REQUEST

(Central Procurement and Research Development Test and Evaluation)

PAGE 6

1. RCC ACTY	2. TYPE LR	3. PRIORITY	4. DATE PREPARED	5. PURCHASE REQUEST NUMBER	6. APPROVALS				
(IF REQUIRED, USE REVERSE SIDE FOR CONTINUATION SHEET)									
ITEM NO. A	DESCRIPTION B		PMC C	QUANTITY D	UNIT E	ESTIMATED UNIT PRICE F	EST TOTAL PRICE G		
							G. TOTAL		
10. ITEM NO. A	REQ DES B	DELIVERY SCHEDULE C			SHIP TO A (1)	MARK FOR A (2)	MIL STRIP DATA B		
12. REMARKS									
13. ITEM NO. A	ACCOUNTING CLASSIFICATION								H. CPN RQMT
	SUPPLEMENTAL ACCOUNTING CLASSIFICATION								
	APPROPRIATION (1)	LIMIT END MS (2)	PC/T (3)	DAC/ASH (4)	SPMC/RCCC (5)	MPG (6)	EEIC (7)	PRM ELEM (8)	ASH (9)
14. APPROVALS									
A. PREPARED BY			C.				E.		
B.			D.				F.		

PURCHASE REQUEST (Continuation Sheet)

(Central Procurement and Research Development: Test and Evaluation)

• POWERFUL INVESTMENT IDEAS

3. MANAGEMENT FUND

— 10 —

(CONTINUED FROM FRONT PAGE)

ITEM NO. A	DESCRIPTION B	PRICE C	QUANTITY D	UNIT E	ESTIMATED UNIT PRICE F	EST TOTAL PRICE G

11

1

ACCOUNTING CLASSIFICATION (CONTINUED FROM FRONT PAGE)

SUPPLEMENTAL ACCOUNTING CLASSIFICATION

REPORT DOCUMENTATION PAGE		READ INSTRUCTIONS BEFORE COMPLETING FORM
1. REPORT NUMBER	2. GOVT ACCESSION NO.	3. RECIPIENT'S CATALOG NUMBER
4. TITLE (and Subtitle)		5. TYPE OF REPORT & PERIOD COVERED
		6. PERFORMING ORG. REPORT NUMBER
7. AUTHOR(s)		8. CONTRACT OR GRANT NUMBER(s)
9. PERFORMING ORGANIZATION NAME AND ADDRESS		10. PROGRAM ELEMENT, PROJECT, TASK AREA & WORK UNIT NUMBERS
11. CONTROLLING OFFICE NAME AND ADDRESS		12. REPORT DATE
		13. NUMBER OF PAGES
14. MONITORING AGENCY NAME & ADDRESS(if different from Controlling Office)		15. SECURITY CLASS. (of this report)
		15a. DECLASSIFICATION/DOWNGRADING SCHEDULE
16. DISTRIBUTION STATEMENT (of this Report)		
17. DISTRIBUTION STATEMENT (of the abstract entered in Block 20, if different from Report)		
18. SUPPLEMENTARY NOTES		
19. KEY WORDS (Continue on reverse side if necessary and identify by block number)		
20. ABSTRACT (Continue on reverse side if necessary and identify by block number)		

FIGURE 3

DD FORM 1 JAN 73 1473

14

ESMC/PM STINFO

Editor's Checklist for Technical Report Format

The attached technical report is returned for the following reasons:

- Cover omitted: _____ Front _____ Back
- Date omitted on cover
- ESMC identification omitted on cover
- Cover stock improper
- Distribution statement: _____ Front _____ DD 1473
- Cover format improper
- Classification markings omitted on front/back cover
- Availability notice omitted
- Dissemination notice omitted
- Disposition notice omitted
- Legal notice omitted
- Approval statement omitted
- DD Form 1473 omitted/incomplete
- Text not divided into sections
- Classification markings omitted on text pages
- Page numbering omitted
- Page numbers improperly placed
- Pages printed on one side only
- Text double spaced
- Improper foldouts
- Improper binding
- Non-conformance with CDRL
- Not a camera ready copy
- Software packages included
- Export statement omitted
- No Discrepancies, ready for press

LINDA M. ADAMS
STINFO
Directorate of Contracting and Support

FIGURE 4

AD NUMBER	DATE	DTIC ACCESSION NOTICE
1. REPORT IDENTIFYING INFORMATION		
A. ORIGINATING AGENCY		
B. REPORT TITLE AND/OR NUMBER		
C. MONITOR REPORT NUMBER		
D. PREPARED UNDER CONTRACT NUMBER		
2. DISTRIBUTION STATEMENT		
REQUESTER:		<ol style="list-style-type: none"> 1. Put your mailing address on reverse of form. 2. Complete Items 1 and 2. 3. Attach form to reports mailed to DTIC. 4. Use unclassified information only.
DTIC:		<ol style="list-style-type: none"> 1. Assign AD Number. 2. Return to requester.

DTIC FORM 50
DEC 80

PREVIOUS EDITIONS ARE OBSOLETE

FIGURE 5

RESEARCH AND TECHNOLOGY WORK UNIT SUMMARY				CRITICAL PROCESSING CONTROL ENTRIES			REPORTS CONTROL SECTION		
		01. ACV ACCESSEN ^b	02. DATE PREVIOUSLY VV MM DD	03. KIND OF REPORT		04. E & M INDEX			
04/000	05. DATE PREVIOUSLY VV MM DD	06. SUBSEC ^a	07. WORK SEC ^a	08. REGRADING ^a	09. DATES OF REPORT VV MM DD	10. CONTR ACCESS ^a	11. YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	12. LEVEL OF SUMMARY A - WORK UNIT	
100000 100000 in Col 10-100	1001. PROG ELM	1002. PROJECT NUMBER	1003. TASK AREA	1004. WORK UNIT NUMBER				GENERAL USE (DO NOT INDEX)	
	1005. PROG ELM	1006. PROJECT NUMBER	1007. TASK AREA	1008. PROG ELM	1009. PROJ NUMBER	1010. TASK AREA			
	11. VISIBLE - PRECEDE EACH WITH SEC CODE IN PARENTHESIS								
1001	12. SCIENTIFIC AND TECHNOLOGICAL AREA CODES ^a			13. W/U START DATE VV MM	14. W/U EST COMPL DATE VV MM	15. FUNDING AGENCIES 1001. PRIM 1002. 2ND 1003. 3RD	16. PERFORMANCE METHODS		
1002	1004. PROG	1005. SNO	1006. TSO						
1003	17. CONTRACT/ GRANT DATA								
1004	1701. EFF DATE VV MM	1702. EXP DATE VV MM	1703. CONTRACT/ GRANT NUMBER ^a	1704. TYPE	1705. PART	1706. AMOUNT	1707. END OF TERM	1708. CUMULATIVE AMT	
1005	1801. YEAR VV	1802. PROF MAN YEARS	1803. FUNDS IN THOUSANDS	1804. YEAR VV	1805. PROF MAN YEARS	1806. FUNDS IN THOUSANDS			
1006	19. ORGANIZATION NAME ^a								
1007	20. ORGANIZATION ADDRESS ^a								
1008	21. NAME OF RESPONSIBLE INDIVIDUAL				22. PHONE				
1009	23. ORGANIZATION NAME ^a								
1010	24. ORGANIZATION ADDRESS ^a								
1011	25. NAME OF PRINCIPAL INVESTIGATOR ^a				26. PHONE	27. SSN			
1012	28. ASSOCIATE INVESTIGATOR				29. END ASSOCIATE INVESTIGATOR				
1013	30. KEYWORDS - PRECEDE EACH WITH SECURITY CODE IN PARENTHESIS AND SEPARATE WITH A SEMICOLON.								
1014	31. TECHNICAL OBJECTIVE OR SCIENTIFIC ABSTRACT.								
1015	32. APPROACH.								
1016	33. PROGRESS - IDENTIFY EACH PARAGRAPH BY NUMBER AND PRECEDE TEXT WITH SEC CODE IN PARENTHESIS								
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ESMC TECHNICAL LIBRARY SERVICE REQUEST

LIBRARY OPERATED BY PAN AMERICAN WORLD AIRWAYS, INC.

READ INSTRUCTIONS ON OTHER SIDE BEFORE PREPARING THIS REQUEST

DATE

CHECK ONE: THIS IS A NEW REQUIREMENT REQUEST FOR CHANGE TO PERMANENT LOAN

REQUEST FOR: BOOK REPORT (UNCLASSIFIED) REPORT (CLASSIFIED)
 PERIODICAL (NEW SUBSCRIPTION) OTHER (SPECIFY)

QTY	PRICE	TITLE	AUTHOR	PUBLISHER

If available - Please attach brochure or quotation.

JUSTIFICATION

ACTIVITY/COMPANY

NAME (Responsible person for material)

FUNCTION (SECTION, UNIT OR GROUP)

BUILDING

MAIL UNIT

OFFICE SYMBOL PHONE

LOAN PERIOD REQUIRED (SEE REVERSE SIDE FOR LOAN POLICY AND APPROVAL AUTHORITY)

 60 DAYS 6 MONTHS PERMANENT OTHER

APPROVAL:

SIGNATURE
LIBRARY COMMENTS

TITLE

DATE

14-DR MAR 81 PREVIOUS ISSUES OF THIS FORM ARE OBSOLETE

REF: SP1 20-00-108

INSTRUCTIONS

Please Type or Print Plainly

1. Prepare form in triplicate. More than one item may be requested on the same form, but all items must be in the same category, (e.g. Book) and same loan type (e.g. 60 days).
2. Determine approval required as outlined below, and obtain the necessary signature.
3. Send original and one copy to Supervisor, ESMC Technical Library, Building 989, Mail Unit 135.

APPROVAL REQUIRED

ESMC	— Chief (3-letter office symbol).
PAN AM	— As directed in the Property User's Guide Section 4 or SPI 11-05-001
RCA MTP	— As directed in RCA Procedure 1-38
OTHERS	— ESMC/PMS

LOAN POLICY

BOOKS:	Normally limited to 60 days. Six-months loans authorized for Downrange and Ships employees if properly justified and approved by applicable authority. Permanent loans will be permitted if approved by proper authority.
PERIODICALS:	Subscriptions furnished for office use are not subject to loan policy. Library copies may be signed out for two weeks, with one extension authorized.
PAMPHLETS AND R&D REPORTS:	Loan period is indefinite, but subject to recall. Access to classified R&D reports limited to individuals having properly completed Pan Am Form 15-75 (Field of Interest Register) on file in the Library.
INTERLIBRARY LOANS:	Original copies secured at customer request loaned for 10 days from date customer is notified of availability. Reproduced copies secured are permanently transferred to the customer.

LIBRARY CLEARANCE POLICY

All individuals who are library participants and have materials "on loan" are required to clear the Technical Library when changing organizational assignments; departing permanent change of station; terminating employment; or leaving the area.

REQUEST FOR COMPUTER-AIDED LITERATURE SEARCH			DATE REQUESTED
NAME	OFFICE SYMBOL	PHONE NUMBER	DATE REQUIRED
1. STATE YOUR QUESTION (Give a narrative description of the problem to be searched. Be specific.)			

2. KEY WORDS IN CONCEPT (List subject terms, synonyms, closely related phrases, and any terms which best describe the problem to be searched.)

3. TIME FRAME (Indicate time span to be covered.)	4. FORMAT DESIRED <input type="checkbox"/> TECHNICAL REPORTS <input type="checkbox"/> JOURNAL ARTICLES <input type="checkbox"/> ANY FORM	
SIGNATURE OF REQUESTER		
FOR USE OF TECHNICAL INFORMATION CENTER		
SDC	LOCKHEED	DATE OF SEARCH
DATA BASE(S) SEARCHED		
INITIALS OF SEARCHER		

INFORMATION REQUEST R&T WORK UNIT SUMMARY/REPORT BIBLIOGRAPHY/ R&D PROGRAM PLANNING SUMMARY								FOR DTIC USE ONLY			
NOTE: No carbon is required in the completion of this form since the paper has been specially treated. SEE INSTRUCTIONS ON REVERSE								REPORT CONTROL NUMBER			
								RB NUMBER			
1. REQUESTER'S complete name and address				2. DoD USER CODE				3. TYPE OF SEARCH REQUIRED			
								WORK UNIT SUMMARY (Contractors & Grantees only)			
4. CONTRACT/GRAANT/PROGRAM NUMBER				PROGRAM PLANNING SUMMARY (Contractors & Grantees only)							
				REPORT BIBLIOGRAPHY(AD)							
5. REQUESTER'S NAME AND TELEPHONE NUMBER								BIBLIOGRAPHY INDEXES			
								CURRENT AWARENESS(CAB)			
6. DATE REQUESTED		7. CLASSIFICATION(Highest)		8. CHECK IF DESIRED AND AUTHORIZED				9. DEPTH OF SEARCH		10. TIME COVERAGE (Limit to 10 years)	
			Unclassified		Restricted Data						
11. DATE RESULTS NEEDED		Confidential		NATO Only (See Instruction No. 8 on Reverse Side)							
		Secret								Broad Coverage	
12. REQUEST TITLE (Unclassified) (Up to 45 Type Spaces)								13. REQUESTER'S REFERENCE (Optional)		14. REFERRAL SERVICE IF DESIRED	
15. INFORMATION REQUIRED (Submit request in narrative statement form)											
16. DATA TO BE USED FOR (Optional. Describe your work problem in narrative statement form)											
FOR DTIC USE ONLY											
SEARCH INPUT		OUT CLASSIFICATION			REJECTS		REVIEWED BY		DATE		
TPS	CRT	U	C	S	CLASS.	UNCLASS.	ANALYST	CLERK	ANALYST	CLERK	

DTIC FORM NOV 70 4

PREVIOUS EDITIONS MAY BE USED UNTIL STOCK IS EXHAUSTED.

INSTRUCTIONS FOR COMPLETING INFORMATION REQUEST

(Submit original and two copies of request to Defense Technical Information Center,
ATTN: DTIC-TOD, Cameron Station, Alexandria, Virginia 22314, or for CAB only,
ATTN: DTIC-TOS, Cameron Station, Alexandria, Virginia 22314.)

1. **FROM:** Submit complete name and address of requesting organization, including any appropriate subdivision.
2. **DoD USER CODE:** Submit DoD user code as shown on DD Form 1540.
3. **TYPE OF SEARCH REQUIRED:** Contractors and Grantees indicate if information is desired from the Technical Report System, the Work Unit Information System, the Program Planning System, or any combination of these. Government agencies use this form for requesting Report Bibliographies only; for Work Unit Summaries or Program Planning Summaries use DTIC Form 64. Use this Form 4 for all CAB requests.
4. **CONTRACT/GRANT/PROGRAM NUMBER:** List the contract, grant, or program number as it appears in Part I of DD Form 1540 which authorizes the official requirement for services.
5. **REQUESTER'S NAME AND TELEPHONE NUMBER:** Furnish the name and telephone number of the person who is submitting the original request.
6. **DATE REQUESTED:** Provide the date the request is mailed to DTIC.
7. **CLASSIFICATION:** Check the security classification no higher than authorized in Part I, DD Form 1540.
8. **CHECK IF DESIRED AND AUTHORIZED:** Check block for Restricted Data and/or NATO information only if authorized in Part I, DD Form 1540. For NATO only information, submit a separate DTIC Form 4.
9. **DEPTH OF SEARCH:** Indicate if report should have broad coverage or be highly specific.
10. **TIME COVERAGE:** Refers to Report Bibliography (AD) search only. Time coverage is limited to the last 10 years; complete file searches are made on a delayed processing schedule.
11. **DATE RESULTS NEEDED:** Indicate the date report is needed to be of maximum value.
12. **REQUEST TITLE (*Unclassified*):** Provide a descriptive title by which report is to be identified.
13. **REQUESTER'S REFERENCE (*Optional*):** If desired, enter an organization number, code, symbol, etc., to facilitate internal control.
14. **REFERRAL SERVICE IF DESIRED:** Indicate if a listing of organizations providing specialized scientific and technical data is desired to supplement this report bibliography.
15. **INFORMATION REQUIRED:** Describe in narrative form any information to be included in or excluded from this report. (AD numbers, code names, trademarks, contract numbers, etc.)
16. **DATA TO BE USED FOR (*Optional*. *Describe your work in narrative statement form.*):** Please indicate the intended application of the information required to permit optimal formulation of search pattern.

REGISTRATION FOR SCIENTIFIC AND TECHNICAL INFORMATION SERVICES		FOR DDC CENTRAL FILE USE DOD USER CODE	
(No carbon paper is required in the completion of this form)			
PART I - REQUESTER APPLICATION			
1. ORGANIZATION NAME		CONTRACT TYPE	
2. MAILING ADDRESS (Street, City, State, ZIP Code)		USER TYPE	
		FACILITY CLEARANCE	
		CONTRACT CLEARANCE	
S. ATTENTION LINE (Name and Organizational Title of Requesting Official)			
4. TELEPHONE NUMBER (Include Area Code)		5. SIGNATURE	
7. PRIME CONTRACT/GRANTOR PROGRAM NO. (Enter one only)		6. EXPIRATION DATE OF ITEM ⁷	
		9. CLASSIFICATION REQUIRED	
		<input type="checkbox"/> UNCLASSIFIED <input type="checkbox"/> NATO CLASSIFIED	
		<input type="checkbox"/> CONFIDENTIAL <input type="checkbox"/> RESTRICTED DATA	
		<input type="checkbox"/> SECRET <input type="checkbox"/> CNWDI	
PART II - PRIME CONTRACTOR APPROVAL (If Part I is a Subcontractor)			
10. ORGANIZATION NAME AND ADDRESS		11. SUB-CONTRACT NUMBER	
		12. EXPIRATION DATE OF ITEM 11	
		13. TYPED NAME AND SIGNATURE	
		14. DATE	
PART III - CERTIFICATION AND APPROVAL			
15. ORGANIZATION NAME AND ADDRESS		16. TELEPHONE NUMBER (Include Area Code)	
		17. DATE	
18. TYPED NAME AND TITLE OF APPROVING OFFICIAL		19. SIGNATURE	
<p>THE DDC CENTRAL FILES MUST BE NOTIFIED IMMEDIATELY OF ANY CHANGES TO INFORMATION PROVIDED ON THIS FORM</p> <p>(FOR DDC USE ONLY)</p>			

DEFENSE DOCUMENTATION CENTER
ATTN: DDC-TSR-1

CAMERON STATION, BLDG. 5
ALEXANDRIA, VIRGINIA 22314

Circle required codes below. Mandatory only for Classified Services. First Letter is the Subject Field; the second is the more specific group. See Subject Fields on Reverse.

PART IV - SUBJECT FIELDS OF INTEREST

01-01	06-12	11-01	15-05	19-04
01-02	06-13	11-02	15-06	19-05
01-03	06-14	11-03	15-07	19-06
01-04	06-15	11-04	16-01	19-07
01-05	06-16	11-05	16-02	19-08
02-01	06-17	11-06	16-03	20-01
02-02	06-18	11-07	16-04	20-02
02-03	06-19	11-08	16-04.1	20-03
02-04	06-20	11-09	16-04.2	20-04
02-05	06-21	11-10	16-04.3	20-05
02-06	07-01	11-11	17-01	20-06
02-07	07-02	11-12	17-02	20-07
02-08	07-03	12-01	17-02.1	20-08
02-09	07-04	12-02	17-03	20-09
02-10	07-05	13-01	17-04	20-10
02-11	07-06	13-02	17-05	20-11
02-12	07-07	13-03	17-06	20-12
02-13	07-08	13-04	17-07	20-13
02-14	07-09	13-05	17-08	20-14
02-15	07-10	13-06	17-09	21-01
02-16	07-11	13-07	17-10	21-02
02-17	07-12	13-08	18-01	21-03
02-18	07-13	13-09	18-02	21-04
02-19	07-14	13-10	18-03	21-05
02-20	07-15	13-11	18-04	21-06
02-21	07-16	13-12	18-05	21-07
02-22	07-17	13-13	18-07	21-08.1
02-23	07-18	13-14	18-08	21-08.2
02-24	07-19	13-15	18-09	21-09
02-25	07-20	14-01	19-03	21-09.1
02-26	07-21	14-02	19-04	21-09.2
02-27	07-22	14-03	19-05	21-09.3
02-28	07-23	14-04	19-06	21-09.4
02-29	07-24	14-05	19-07	21-09.5
02-30	07-25	14-06	19-08	21-09.6
02-31	07-26	14-07	19-09	21-09.7
02-32	07-27	14-08	19-10	21-09.8
02-33	07-28	14-09	19-11	21-09.9
02-34	07-29	14-10	19-12	21-10
02-35	07-30	14-11	19-13	21-10.1
02-36	07-31	14-12	19-14	21-10.2
02-37	07-32	14-13	19-15	21-10.3
02-38	07-33	14-14	19-16	21-10.4
02-39	07-34	14-15	19-17	21-10.5
02-40	07-35	14-16	19-18	21-10.6
02-41	07-36	14-17	19-19	21-10.7
02-42	07-37	14-18	19-20	21-10.8
02-43	07-38	14-19	19-21	21-10.9
02-44	07-39	14-20	19-22	21-10.10
02-45	07-40	14-21	19-23	21-10.11
02-46	07-41	14-22	19-24	21-10.12
02-47	07-42	14-23	19-25	21-10.13
02-48	07-43	14-24	19-26	21-10.14
02-49	07-44	14-25	19-27	21-10.15
02-50	07-45	14-26	19-28	21-10.16
02-51	07-46	14-27	19-29	21-10.17
02-52	07-47	14-28	19-30	21-10.18
02-53	07-48	14-29	19-31	21-10.19
02-54	07-49	14-30	19-32	21-10.20
02-55	07-50	14-31	19-33	21-10.21
02-56	07-51	14-32	19-34	21-10.22
02-57	07-52	14-33	19-35	21-10.23
02-58	07-53	14-34	19-36	21-10.24
02-59	07-54	14-35	19-37	21-10.25
02-60	07-55	14-36	19-38	21-10.26
02-61	07-56	14-37	19-39	21-10.27
02-62	07-57	14-38	19-40	21-10.28
02-63	07-58	14-39	19-41	21-10.29
02-64	07-59	14-40	19-42	21-10.30
02-65	07-60	14-41	19-43	21-10.31
02-66	07-61	14-42	19-44	21-10.32
02-67	07-62	14-43	19-45	21-10.33
02-68	07-63	14-44	19-46	21-10.34
02-69	07-64	14-45	19-47	21-10.35
02-70	07-65	14-46	19-48	21-10.36
02-71	07-66	14-47	19-49	21-10.37
02-72	07-67	14-48	19-50	21-10.38
02-73	07-68	14-49	19-51	21-10.39
02-74	07-69	14-50	19-52	21-10.40
02-75	07-70	14-51	19-53	21-10.41
02-76	07-71	14-52	19-54	21-10.42
02-77	07-72	14-53	19-55	21-10.43
02-78	07-73	14-54	19-56	21-10.44
02-79	07-74	14-55	19-57	21-10.45
02-80	07-75	14-56	19-58	21-10.46
02-81	07-76	14-57	19-59	21-10.47
02-82	07-77	14-58	19-60	21-10.48
02-83	07-78	14-59	19-61	21-10.49
02-84	07-79	14-60	19-62	21-10.50
02-85	07-80	14-61	19-63	21-10.51
02-86	07-81	14-62	19-64	21-10.52
02-87	07-82	14-63	19-65	21-10.53
02-88	07-83	14-64	19-66	21-10.54
02-89	07-84	14-65	19-67	21-10.55
02-90	07-85	14-66	19-68	21-10.56
02-91	07-86	14-67	19-69	21-10.57
02-92	07-87	14-68	19-70	21-10.58
02-93	07-88	14-69	19-71	21-10.59
02-94	07-89	14-70	19-72	21-10.60
02-95	07-90	14-71	19-73	21-10.61
02-96	07-91	14-72	19-74	21-10.62
02-97	07-92	14-73	19-75	21-10.63
02-98	07-93	14-74	19-76	21-10.64
02-99	07-94	14-75	19-77	21-10.65
02-100	07-95	14-76	19-78	21-10.66
02-101	07-96	14-77	19-79	21-10.67
02-102	07-97	14-78	19-80	21-10.68
02-103	07-98	14-79	19-81	21-10.69
02-104	07-99	14-80	19-82	21-10.70
02-105	07-100	14-81	19-83	21-10.71

SUBJECT FIELD AND GROUP STRUCTURE

01	Mathematics	07	Chemistry	13	Mechanical, Industrial, Civil and Marine Engineering	19	Nuclear Science and Technology
02	Mathematics	01	Chemical engineering	01	Aeronautics	01	Fusible detonator (thermite) explosives
02	Mathematics	02	Organic chemistry	02	Air conditioning, heating, lighting and ventilation	02	Nuclear explosions
02	Mathematics	03	Organic chemistry	03	Circuit engineering	03	Nuclear instrumentation
02	Mathematics	04	Physical chemistry	04	Construction equipment, materials and supplies	04	Nuclear power plants
02	Mathematics	05	Radio and nuclear chemistry	05	Electrical engineering and protection	05	Radiation detection and protection
02	Mathematics	06	Geology and mineralogy	06	Radioactive wastes and fusion products	06	Radiotoxic wastes and fusion products
02	Mathematics	07	Geology and mineralogy	07	Robotics engineering and operation	07	Robotics engineering and operation
02	Mathematics	08	Biological oceanography	08	Reactor materials	08	Reactor materials
02	Mathematics	09	Cartography	09	Reactor physics	09	Reactor physics
02	Mathematics	10	Dynamic oceanography	10	Reactors (Power)	10	Reactors (Non-power)
02	Mathematics	11	Geochemistry	11	SEAP technology	11	SEAP technology
02	Mathematics	12	Geodesy	12	Gasoline	12	Ammonium, explosives and pyrotechnics
02	Mathematics	13	Geodesy and meteorology	13	Bands	13	Bands
02	Mathematics	14	Hydrology and limnology	14	Carpet vehicles	14	Carpet vehicles
02	Mathematics	15	Marine engineering	15	Computer, television and audio systems	15	Computer, television and audio systems
02	Mathematics	16	Physical oceanography	16	Control and tracking systems	16	Control and tracking systems
02	Mathematics	17	Seismology	17	Crates	17	Crates
02	Mathematics	18	Soil mechanics	18	Decompression	18	Decompression
02	Mathematics	19	Snow, ice and permafrost	19	Detonators	19	Detonators
02	Mathematics	20	Terrestrial magnetism	20	Diathermy	20	Diathermy
02	Mathematics	21	Aeronautical engineering	21	Directional Sciences	21	Acoustics
02	Mathematics	22	Aerospace engineering	22	Distillation	22	Crystallization
02	Mathematics	23	Aerospace engineering	23	Fluid mechanics	23	Electricity and magnetism
02	Mathematics	24	Aerospace engineering	24	Flame	24	Flame
02	Mathematics	25	Aerospace engineering	25	Forces	25	Forces
02	Mathematics	26	Aerospace engineering	26	Particle mechanics	26	Particle mechanics
02	Mathematics	27	Aerospace engineering	27	Plasma physics	27	Plasma physics
02	Mathematics	28	Aerospace engineering	28	Quantum theory	28	Quantum theory
02	Mathematics	29	Aerospace engineering	29	Solid mechanics	29	Solid mechanics
02	Mathematics	30	Aerospace engineering	30	Space physics	30	Space physics
02	Mathematics	31	Aerospace engineering	31	Space vehicles	31	Space vehicles
02	Mathematics	32	Aerospace engineering	32	Thermodynamics	32	Thermodynamics
02	Mathematics	33	Aerospace engineering	33	Wave propagation	33	Wave propagation
02	Mathematics	34	Aerospace engineering	34	Propulsion and Flight	34	Propulsion and Flight
02	Mathematics	35	Aerospace engineering	35	Air breathing engines	35	Air breathing engines
02	Mathematics	36	Aerospace engineering	36	Combustion and ignition	36	Combustion and ignition
02	Mathematics	37	Aerospace engineering	37	Jet and ram turbine engines	37	Jet and ram turbine engines
02	Mathematics	38	Aerospace engineering	38	Rocket propellants	38	Rocket propellants
02	Mathematics	39	Aerospace engineering	39	Space vehicles	39	Space vehicles
02	Mathematics	40	Aerospace engineering	40	Surface launched missiles	40	Surface launched missiles
02	Mathematics	41	Aerospace engineering	41	Air and space launched missiles	41	Air and space launched missiles
02	Mathematics	42	Aerospace engineering	42	Underwater launched missiles	42	Underwater launched missiles
02	Mathematics	43	Aerospace engineering	43	Acoustic detection	43	Acoustic detection
02	Mathematics	44	Aerospace engineering	44	Communication	44	Communication
02	Mathematics	45	Aerospace engineering	45	Radio communications	45	Radio communications
02	Mathematics	46	Aerospace engineering	46	Direction finding	46	Direction finding
02	Mathematics	47	Aerospace engineering	47	Electromagnetic and acoustic	47	Electromagnetic and acoustic
02	Mathematics	48	Aerospace engineering	48	Telemetry	48	Telemetry
02	Mathematics	49	Aerospace engineering	49	Infrared and ultraviolet detection	49	Infrared and ultraviolet detection
02	Mathematics	50	Aerospace engineering	50	Magnetic detection	50	Magnetic detection
02	Mathematics	51	Aerospace engineering	51	Navigation and guidance	51	Navigation and guidance
02	Mathematics	52	Aerospace engineering	52	Optical detection	52	Optical detection
02	Mathematics	53	Aerospace engineering	53	Seismic detection	53	Seismic detection
02	Mathematics	54	Aerospace engineering	54	Seismic detection	54	Seismic detection
02	Mathematics	55	Aerospace engineering	55	Spacecraft	55	Spacecraft
02	Mathematics	56	Aerospace engineering	56	Spacecraft trajectories and reentry	56	Spacecraft trajectories and reentry
02	Mathematics	57	Aerospace engineering	57	Spacecraft launch vehicles and ground support	57	Spacecraft launch vehicles and ground support
02	Mathematics	58	Aerospace engineering	58	Spacecraft research	58	Spacecraft research
02	Mathematics	59	Aerospace engineering	59	Spacecraft structures	59	Spacecraft structures
02	Mathematics	60	Aerospace engineering	60	Spacecraft subsystems	60	Spacecraft subsystems
02	Mathematics	61	Aerospace engineering	61	Spacecraft systems	61	Spacecraft systems
02	Mathematics	62	Aerospace engineering	62	Spacecraft trajectory	62	Spacecraft trajectory
02	Mathematics	63	Aerospace engineering	63	Spacecraft vehicle	63	Spacecraft vehicle
02	Mathematics	64	Aerospace engineering	64	Spacecraft vehicle	64	Spacecraft vehicle
02	Mathematics	65	Aerospace engineering	65	Spacecraft vehicle	65	Spacecraft vehicle
02	Mathematics	66	Aerospace engineering	66	Spacecraft vehicle	66	Spacecraft vehicle
02	Mathematics	67	Aerospace engineering	67	Spacecraft vehicle	67	Spacecraft vehicle
02	Mathematics	68	Aerospace engineering	68	Spacecraft vehicle	68	Spacecraft vehicle
02	Mathematics	69	Aerospace engineering	69	Spacecraft vehicle	69	Spacecraft vehicle
02	Mathematics	70	Aerospace engineering	70	Spacecraft vehicle	70	Spacecraft vehicle
02	Mathematics	71	Aerospace engineering	71	Spacecraft vehicle	71	Spacecraft vehicle
02	Mathematics	72	Aerospace engineering	72	Spacecraft vehicle	72	Spacecraft vehicle
02	Mathematics	73	Aerospace engineering	73	Spacecraft vehicle	73	Spacecraft vehicle
02	Mathematics	74	Aerospace engineering	74	Spacecraft vehicle	74	Spacecraft vehicle
02	Mathematics	75	Aerospace engineering	75	Spacecraft vehicle	75	Spacecraft vehicle
02	Mathematics	76	Aerospace engineering	76	Spacecraft vehicle	76	Spacecraft vehicle
02	Mathematics	77	Aerospace engineering	77	Spacecraft vehicle	77	Spacecraft vehicle
02	Mathematics	78	Aerospace engineering	78	Spacecraft vehicle	78	Spacecraft vehicle
02	Mathematics	79	Aerospace engineering	79	Spacecraft vehicle	79	Spacecraft vehicle
02	Mathematics	80	Aerospace engineering	80	Spacecraft vehicle	80	Spacecraft vehicle
02	Mathematics	81	Aerospace engineering	81	Spacecraft vehicle	81	Spacecraft vehicle
02	Mathematics	82	Aerospace engineering	82	Spacecraft vehicle	82	Spacecraft vehicle
02	Mathematics	83	Aerospace engineering	83	Spacecraft vehicle	83	Spacecraft vehicle
02	Mathematics	84	Aerospace engineering	84	Spacecraft vehicle	84	Spacecraft vehicle
02	Mathematics	85	Aerospace engineering	85	Spacecraft vehicle	85	Spacecraft vehicle
02	Mathematics	86	Aerospace engineering	86	Spacecraft vehicle	86	Spacecraft vehicle
02	Mathematics	87	Aerospace engineering	87	Spacecraft vehicle	87	Spacecraft vehicle
02	Mathematics	88	Aerospace engineering	88	Spacecraft vehicle	88	Spacecraft vehicle
02	Mathematics	89	Aerospace engineering	89	Spacecraft vehicle	89	Spacecraft vehicle
02	Mathematics	90	Aerospace engineering	90	Spacecraft vehicle	90	Spacecraft vehicle
02	Mathematics	91	Aerospace engineering	91	Spacecraft vehicle	91	Spacecraft vehicle
02	Mathematics	92	Aerospace engineering	92	Spacecraft vehicle	92	Spacecraft vehicle
02	Mathematics	93	Aerospace engineering	93	Spacecraft vehicle	93	Spacecraft vehicle
02	Mathematics	94	Aerospace engineering	94	Spacecraft vehicle	94	Spacecraft vehicle
02	Mathematics	95	Aerospace engineering	95	Spacecraft vehicle	95	Spacecraft vehicle
02	Mathematics	96	Aerospace engineering	96	Spacecraft vehicle	96	Spacecraft vehicle
02	Mathematics	97	Aerospace engineering	97	Spacecraft vehicle	97	Spacecraft vehicle
02	Mathematics	98	Aerospace engineering	98	Spacecraft vehicle	98	Spacecraft vehicle
02	Mathematics	99	Aerospace engineering	99	Spacecraft vehicle	99	Spacecraft vehicle
02	Mathematics	100	Aerospace engineering	100	Spacecraft vehicle	100	Spacecraft vehicle
02	Mathematics	101	Aerospace engineering	101	Spacecraft vehicle	101	Spacecraft vehicle
02	Mathematics	102	Aerospace engineering	102	Spacecraft vehicle	102	Spacecraft vehicle
02	Mathematics	103	Aerospace engineering	103	Spacecraft vehicle	103	Spacecraft vehicle
02	Mathematics	104	Aerospace engineering	104	Spacecraft vehicle	104	Spacecraft vehicle
02	Mathematics	105	Aerospace engineering	105	Spacecraft vehicle	105	Spacecraft vehicle
02	Mathematics	106	Aerospace engineering	106	Spacecraft vehicle	106	Spacecraft vehicle
02	Mathematics	107	Aerospace engineering	107	Spacecraft vehicle	107	Spacecraft vehicle
02	Mathematics	108	Aerospace engineering	108	Spacecraft vehicle	108	Spacecraft vehicle
02	Mathematics	109	Aerospace engineering	109	Spacecraft vehicle	109	Spacecraft vehicle
02	Mathematics	110	Aerospace engineering	110	Spacecraft vehicle	110	Spacecraft vehicle
02	Mathematics	111	Aerospace engineering	111	Spacecraft vehicle	111	Spacecraft vehicle
02	Mathematics	112	Aerospace engineering	112	Spacecraft vehicle	112	Spacecraft vehicle
02	Mathematics	113	Aerospace engineering	113	Spacecraft vehicle	113	Spacecraft vehicle
02	Mathematics	114	Aerospace engineering	114	Spacecraft vehicle	114	Spacecraft vehicle
02	Mathematics	115	Aerospace engineering	115	Spacecraft vehicle	115	Spacecraft vehicle
02	Mathematics	116	Aerospace engineering	116	Spacecraft vehicle	116	Spacecraft vehicle
02	Mathematics	117	Aerospace engineering	117	Spacecraft vehicle	117	Spacecraft vehicle
02	Mathematics	118	Aerospace engineering	118	Spacecraft vehicle	118	Spacecraft vehicle
02	Mathematics	119	Aerospace engineering	119	Spacecraft vehicle	119	Spacecraft vehicle
02	Mathematics	120	Aerospace engineering	120	Spacecraft vehicle	120	Spacecraft vehicle
02	Mathematics	121	Aerospace engineering	121	Spacecraft vehicle	121	Spacecraft vehicle
02	Mathematics	122	Aerospace engineering	122	Spacecraft vehicle	122	Spacecraft vehicle
02	Mathematics	123	Aerospace engineering	123	Spacecraft vehicle	123	Spacecraft vehicle
02	Mathematics	124	Aerospace engineering	124	Spacecraft vehicle	124	Spacecraft vehicle
02	Mathematics	125	Aerospace engineering	125	Spacecraft vehicle	125	Spacecraft vehicle
02	Mathematics	126	Aerospace engineering	126	Spacecraft vehicle	126	Spacecraft vehicle
02	Mathematics	127	Aerospace engineering	127	Spacecraft vehicle	127	Spacecraft vehicle
02	Mathematics	128	Aerospace engineering	128	Spacecraft vehicle	128	Spacecraft vehicle
02	Mathematics	129	Aerospace engineering	129	Spacecraft vehicle	129	Spacecraft vehicle
02	Mathematics	130	Aerospace engineering	130	Spacecraft vehicle	130	Spacecraft vehicle
02	Mathematics	131	Aerospace engineering	131	Spacecraft vehicle	131	Spacecraft vehicle
02	Mathematics	132	Aerospace engineering	132	Spacecraft vehicle	132	Spacecraft vehicle
02	Mathematics	133	Aerospace engineering	133	Spacecraft vehicle	133	Spacecraft vehicle
02	Mathematics	134	Aerospace engineering	134	Spacecraft vehicle	134	Spacecraft vehicle
02	Mathematics	135	Aerospace engineering	135	Spacecraft vehicle	135	Spacecraft vehicle
02	Mathematics	136	Aerospace engineering	136	Spacecraft vehicle	136	Spacecraft vehicle
02	Mathematics	137	Aerospace engineering	137	Spacecraft vehicle	137	Spacecraft vehicle
02	Mathematics	138	Aerospace engineering	138	Spacecraft vehicle	138	Spacecraft vehicle
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02	Mathematics	140	Aerospace engineering	140	Spacecraft vehicle	140	Spacecraft vehicle
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02	Mathematics	142	Aerospace engineering	142	Spacecraft vehicle	142	Spacecraft vehicle
02	Mathematics	143	Aerospace engineering	143	Spacecraft vehicle	143	Spacecraft vehicle
02	Mathematics	144	Aerospace engineering	144	Spacecraft vehicle	144	Spacecraft vehicle
02	Mathematics	145	Aerospace engineering	145	Spacecraft vehicle	145	Spacecraft vehicle
02	Mathematics	146	Aerospace engineering	146	Spacecraft vehicle	146	Spacecraft vehicle
02	Mathematics	147	Aerospace engineering	147	Spacecraft vehicle	147	Spacecraft vehicle
02	Mathematics	148	Aerospace engineering	148	Spacecraft vehicle	148	Spacecraft vehicle
02	Mathematics	149	Aerospace engineering	149	Spacecraft vehicle	149	Spacecraft vehicle
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02	Mathematics	151	Aerospace engineering	151	Spacecraft vehicle	151	Spacecraft vehicle
02	Mathematics	152	Aerospace engineering	152	Spacecraft vehicle	152	Spacecraft vehicle
02	Mathematics	153	Aerospace engineering	153	Spacecraft vehicle	153	Spacecraft vehicle
02	Mathematics	154	Aerospace engineering	154	Spacecraft vehicle	154	Spacecraft vehicle
02	Mathematics	155	Aerospace engineering	155	Spacecraft vehicle	155	Spacecraft vehicle
02	Mathematics	156	Aerospace engineering	156	Spacecraft vehicle	156	Spacecraft vehicle
02	Mathematics	157	Aerospace engineering	157	Spacecraft vehicle	157	Spacecraft vehicle
02	Mathematics	158	Aerospace engineering	158	Spacecraft vehicle	158	Spacecraft vehicle
02	Mathematics	159	Aerospace engineering	159	Spacecraft vehicle	159	Spacecraft vehicle
02	Mathematics	160	Aerospace engineering	160	Spacecraft vehicle	160	Spacecraft vehicle
02	Mathematics	161	Aerospace engineering	161	Spacecraft vehicle	161	Spacecraft vehicle
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02	Mathematics	163	Aerospace engineering	163	Spacecraft vehicle	163	Spacecraft vehicle
02	Mathematics	164	Aerospace engineering	164	Spacecraft vehicle	164	Spacecraft vehicle
02	Mathematics	165	Aerospace engineering	165	Spacecraft vehicle	165	Spacecraft vehicle
02	Mathematics	166	Aerospace engineering	166	Spacecraft vehicle	166	Spacecraft vehicle
02	Mathematics	167	Aerospace engineering	167	Spacecraft vehicle	167	Spacecraft vehicle
02	Mathematics	168	Aerospace engineering	168	Spacecraft vehicle	168	Spacecraft vehicle
02	Mathematics	169	Aerospace engineering	169	Spacecraft vehicle	169	Space

**INDIVIDUAL REQUEST FOR ATTENDANCE AT MEETINGS OF TECHNICAL,
SCIENTIFIC, PROFESSIONAL AND OTHER SIMILAR ORGANIZATIONS**

1. REQUESTING INSTALLATION AND LOCATION		2. DATE	
3. NAME OF PERSON FOR WHOM ATTENDANCE IS REQUESTED		4. GRADE	5. POSITION AND TITLE
6. BRIEF DESCRIPTION OF DUTIES			
7. NAME OF ORGANIZATION (Technical, scientific, etc.)		8. LOCATION OF MEETING	9. PERIOD OF TDY (Inc travel time)
			FROM _____ TO _____
10. PURPOSE OF MEETING			
11. REASON FOR PARTICIPATION AND AIR FORCE BENEFIT TO BE DERIVED FROM ATTENDANCE			
ESTIMATED EXPENSE			
12. TRANSPORTATION	13. TOTAL PER DIEM	14. REGISTRATION FEE	15. TOTAL
16. TYPED NAME, GRADE AND TITLE OF REQUESTING OFFICIAL		SIGNATURE OF REQUESTING OFFICIAL	
FIGURE 11			
17. ACTION <input type="checkbox"/> APPROVED <input checked="" type="checkbox"/> DISAPPROVED TYPED NAME, GRADE AND TITLE OF APPROVING OFFICIAL		SIGNATURE OF APPROVING OFFICIAL	
22.			